

Department of the Army  
Headquarters, U.S. Army  
Field Support Command  
1 Rock Island Arsenal  
Rock Island, IL 61299-6500

AFSC Regulation 690-11

6 Jun 06

Human Resources

PROCEDURES FOR FILLING NONCOMPETITIVE PROMOTIONS  
DUE TO ACCRETION OF DUTIES

Applicability. This regulation applies to all Headquarters (HQ) organizations and subordinate commands and activities of the U.S. Army Field Support Command (AFSC). It does not include Joint Munitions Command headquarters or its subordinate installations or activities.

Decentralized printing. Local reproduction of this regulation is authorized.

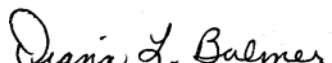
Supplementation. Supplementation of this regulation is authorized.

Proponent. The proponent is the Assistant Chief of Staff for Human Resource Management, G-1. Users may send comments/recommendations to HQ AFSC (AMSFS-HR), 1 Rock Island Arsenal, Rock Island, IL 61299-6500, e-mail AFSC-OFC-HRC@afsc.army.mil.

Distribution. Approved for electronic distribution from the Pubs Web page at <http://www.afsc.army.mil/im/rcdsmgt/pubs.htm>.

Supersession notice. None.

FOR THE COMMANDER:

  
DIANA L. BALMER  
Chief of Staff

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1. Purpose. This regulation provides guidance and procedures for noncompetitive promotions through accretion of duties for all permanent positions within AFSC to ensure adherence to merit principles.

2. References.

- a. Title 5, United States Code, Chapter 51, Classification.
- b. 5 Code of Federal Regulations (CFR), Part 1, Chapter 335, Promotion and Internal Placement.

3. Policies.

a. The CFR allows discretionary authority to noncompetitively promote a civilian when his/her job is upgraded because additional duties and responsibilities have been added to the position over an extended period of time, i.e., not tied to a planned management action. However, it is the AFSC policy to ensure fair and open competition to the maximum extent possible; therefore, noncompetitive promotions will be rare and must be approved by the Chief of Staff.

b. The following factors must be fully met in order to justify noncompetitive promotion resulting from the addition of duties and responsibilities:

(1) There are no other employees at the same grade and series in the unit/organization supervised by the selecting official who are performing duties substantially the same as those performed by the employee before the addition of the new duties and responsibilities.

(2) The employee continues to perform the same basic functions as those in the former position. The major duties of the former position must be included in the new position in order to be a true "accretion of duties."

(3) The addition of the duties and responsibilities does not adversely affect another employee's position, such as job abolishment, reduction in grade, or reduction in known promotion potential.

(4) The employee meets all eligibility and qualification requirements for the position. The servicing Civilian Personnel Operations Center (CPOC) will make the final determination regarding eligibility and qualifications.

(5) Merit Principles are not violated.

(6) Accretion requests must meet all conditions found in applicable negotiated labor agreements.

c. Promotions to positions at the GS-13 level or above and those due to the addition of supervisory or team leader duties and responsibilities will not be through accretion of duties, even if the criteria outlined above have been met. Also, successive noncompetitive promotions of the same employee in the same job based on the accretion of duties will not be considered.

#### 4. Responsibilities.

a. Supervisors will prepare a staff action package as outlined below.

b. G-1 Staff will review the new position description for proper classification, ensure accretion criteria are met, and coordinate the package for tracking purposes and for manpower authorization.

c. G-8 Staff will review and recommend approval/disapproval of request for funding authorization.

d. AFSC Chief of Staff will review and approve/disapprove requests.

#### 5. Procedures.

a. All requests for noncompetitive promotion through accretion of duties will be submitted through the HQ AFSC G-1 and G-8 prior to forwarding to the AFSC Chief of Staff.

b. All staff action packages must address the factors outlined under paragraph 3 and the rationale warranting accretion of duties. The package must also include a copy of the current (classified) and the revised (draft) position description. The revised position description must be complete and in proper format, i.e., including factor evaluation if required by the OPM Position Classification Standard used.

c. G-1 Staff will review classification of the draft position description, ensure accretion criteria are met, and review request for manpower authorization before forwarding it to G-8.

d. G-8 Staff will review request for funding authorization, then forward the package to Chief of Staff.

e. Chief of Staff will review and approve/disapprove request, then return to G-1.

f. G-1 Staff will notify management of approval or disapproval actions.

g. Requests for Personnel Action (RPAs) will not be submitted until the accretion has been approved by the Chief of Staff.